

January 4, 2010

Dear Parent/Guardian:

Our four-day testing program will begin on Tuesday, January 26, 2010. This period of time is a very important part of the student assessment process.

In order to maintain a safe environment that is conducive to testing, the January examination period will include specific procedures that ***must be followed by all students***. Please read the testing week procedures that are listed below and then review them with your child to ensure his/her understanding. Please also keep in mind that the focus is on the safety of our students and maintaining an optimal testing environment. Additionally, in case of an emergency evacuation, certain procedures must be followed so as not to invalidate midterm examinations, NYS Regents Examinations or Regents Competency Tests.

- ✓ Students must enter school through entrances nearest their test site. Students taking tests in the North Gym will enter through the main entrance. Students being tested in the 100 - 200 wings must enter through the north end entrance next to Mr. Kelly's office. No other entrances will be available.
- ✓ Students will not be allowed in the building after 10:00 a.m. for morning tests or 2:00 p.m. for afternoon tests. If students arrive late, they should go through the main entrance. They will be escorted to their test locations.
- ✓ Students will not be able to walk through the building to their test locations. The library, 300, 400, and 500 wings, depending on the testing schedule, will be closed to students.
- ✓ **No bags or book bags will be allowed.** Only small purses with essential items such as inhalers, calculators, pens, pencils, textbooks, etc. should be brought to school.
- ✓ Students must leave school immediately after tests. Please review the enclosed transportation schedule.
- ✓ If an emergency arises, **students should maintain silence** with the exception of communication essential to health, safety and welfare. This allows us to maintain the integrity of exams during emergency periods. Unfortunately, any talking forces us to invalidate exams.

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- ✓ **Student lockers will be off limits.** On Monday, January 25, 2010, students must take home all books that they will need for studying.
- ✓ Students cannot wander through the building. Movement will be limited to testing locations.
- ✓ **Lunch will not be available.** (Students can remain in the auditorium between tests.) They will not be able to leave the auditorium. If students leave the building, they cannot re-enter until the next test begins.
- ✓ Students cannot visit teachers in their classrooms at any time.
- ✓ No visitors will be allowed in the building.
- ✓ No cell phones, beepers or headphones will be allowed. If students bring one of these items, it will be confiscated.
- ✓ The pay phones will not be available. Students may use the phones in the Main Office should they need to call home.
- ✓ **Make-up tests will not be available.**

Attached you will find the testing and transportation schedules. Thank you for your cooperation. Your continued support will ensure a successful examination program for our students.

Sincerely,

Dr. David Bennardo
Principal

Mr. Robert E. Kelly
Assistant Principal

Dr. Francesco Ianni
Assistant Principal

REK/vw
Enclosure: Exam Schedule/Transportation Schedule